

**CITY OF MOUNTAIN VIEW
COMMUNITY SERVICES DEPARTMENT
PARKS, PARKING LOTS, 2 SCHOOLS
LANDSCAPE SPECIFICATIONS**

Introduction

The City of Mountain View is seeking a professional landscape maintenance company to maintain turf, trees, shrubs, hard surfaces, playgrounds, water fountains at various City parks, parking lots and two school park sites.

General Information

Scope

The work includes furnishing supervision, labor, material and supplies, equipment and tools to perform landscape, hardscape, sand, and water feature maintenance for the City. Contractor shall be fully responsible for maintaining these elements within City facilities consistent with the intended design and meets the conditions of these specifications.

Beyond Scope: City may require installation or replacement of trees, plants and/or turf and may require repair and or modification of the irrigation system or other site changes associated with landscaping and water feature. For such services beyond the Scope contained in these specifications, Contractor will be compensated as per Section 4.12 (Additional Services.)

Location:

Lot 1 - Parks

- Charleston Park – 1500 Charleston Road
- Chetwood Park – 145 Chetwood Drive
- Magnolia Park – 1 Magnolia Lane
- Wyandotte/Reinert Road – 2253 Wyandotte Avenue
- Mercy/Bush Park – Corner of Mercy/Bush Street (501 Bush Street)
- Golf Course Parking Lot – 2940 North Shoreline Boulevard

Lot 2 – School/Parks

- Graham Middle School – 1175 Castro Street

Lot 3 - Rengstorff House – 3070 North Shoreline Boulevard

Lot 4 – MOC Bldg. – 231 North Whisman Road

Information Consultations: City may ask contractor to provide recommendations pertaining to and prior to work covered under these specifications.

City Representative: City's contract representative and primary contract person will be announced after award of contract. After award, this person will be Contractor's primary contact for all inspections, reports, information, questions, and approval of base payments, additional work, equipment and supplies.

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1.0 **Qualifications of Bidders**

Only landscape contractors possessing the following qualifications shall be allowed to attend the pre-proposal meeting and submit proposals.

- 1.1 Contractor and subcontractors must have a valid California C-27 contractor's license authorized by the State of California.
- 1.2 Contractor must have a staffed business office in either Santa Clara or San Mateo County open for business during normal business days and hours.
- 1.3 Contractor must have as part of their management staff:
 - 1.3.1 A horticulturist with a degree from an accredited college or university and a minimum of five years experience in commercial and or public park maintenance.
 - 1.3.2 At least one employee who is permanently assigned to the school / park sites must possess a California State Chemical Applicator's License for the control of weeds, plant diseases and pests.
- 1.4 Emergency Response:
 - 1.4.1 Contractor must be able to respond to all urgent and emergency service requests within two (2) hours of notification, twenty-four (24) hours per day, seven (7) days per week.
 - 1.4.2 Contractor must supply office, pager and home phone numbers of at least three (3) employees responsible for 24-hour response call-outs for landscaping and water feature emergencies. These numbers must be provided to City's Representatives and updated within forty-eight (48) hours as changes occur.
 - 1.4.3 Contractors shall provide City with their proposal a list of municipal and/or commercial accounts (sites) that contractor is currently providing landscape maintenance service that are similar in service level to other City maintained district school sites.

2.0 **Specifications and Conditions For Landscape Maintenance Services**

2.1 General Provisions:

The City parks, parking areas, facilities, and school/park sites described in this agreement shall be maintained as per these specifications and at a level equal to other City maintained facilities, grounds and original park design concept and intent. Maintenance of all other facilities shall be of equal quality and consistency.

2.2 Work Schedule:

Contractor's normal work shall be performed between daylight but no later than 4:00 PM; Monday through Friday (except holidays) unless work is of such a nature that it must be performed during evening hours. All work is to be conducted in a professional manner that is not disruptive to park visitors, students and faculty, neighbors or events within Graham School site or park sites. Contractor will provide City a full-year schedule of all daily, weekly, biweekly, monthly, quarterly, semi-annual and annual services, giving specific days and dates. Any non-emergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) will be scheduled at least two (2) weeks in advance with the City's representative. For emergency work, contractor must obtain written approval from City's representative prior to commencing work.

2.2.1 City reserves the right to change schedules for special events, conflicts with adjacent property owners/tenants within five (5) working days advance notice.

2.3 Holidays:

The following eleven (11) days are City holidays on which the contractor shall not need to provide service:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Day After Christmas Day
Labor Day	

Exceptions to the City holiday schedule must be made in writing and sent to the City's Representative for approval by no later than 2 working days prior to the date(s) requested.

2.4 Supplies and Equipment:

2.4.1 Unless stated, it is the intent of these terms, conditions and specifications that the contractor furnish and keep in good working order all necessary tools, equipment and supplies such as, but not limited to, mowers, trucks, edgers, aerators, seeders, fertilizer, herbicides and insecticides, hoses, landscape tools (shovels, rakes, wheelbarrow), hand tools (pipe wrench, channel locks, irrigation repair equipment), personal protective equipment, blowers, etc. Contractor will substitute supplies and/or equipment at the request of the City's Representative.

2.4.2. City shall provide contractor an on-site covered lockable storage area at Charleston Park consisting of approximately 64 square feet. Storage area shall be kept clean and free of debris and odor at all times. Additional

storage space (50 x 50) shall be provided to contractor at Shoreline Park, if so necessary. Contractor shall secure the space with a 6' high chain link fence with a lockable gate. All supplies and equipment shall be stored in a neat and orderly manner and in such a way as to prevent injury to City or contractor's employees. Storage of fuels and chemicals within City's storage areas shall be in accordance with Cal OSHA, Fire Department and other regulatory agency standards, policies and regulations. If City's storage areas do not meet regulatory agency standards for fuels, chemicals and or other hazardous materials, Contractor must store these materials off site at Contractor's expense.

2.4.2a Contractor shall remain in compliance with the City's Non-Point Discharge Ordinance at all times. (Attachment A)

2.4.3 Contractor's trucks and major equipment must have contractor's name and/or logo displayed on doors or side panels.

2.4.4 City and/or other contractors shall provide the following materials, supplies and/or service:

2.4.4.1 On-site garbage and trash dumpster and pickup. Dumpster provided by District is for the sole purpose of depositing public trash and debris accumulated at park sites. Disposal of leaves, grass clippings, tree trimmings and other "yard waste" must be removed and disposed of by contractor at their expense.

2.4.4.2 Replacement of damaged, vandalized and/or stolen irrigation system components, turf landscaping and related infrastructure unless damaged by contractor.

2.4.4.3 Electrical and water utility costs and services.

2.4.4.4 Lights and electrical systems maintenance. (Contractor is responsible for low voltage irrigation electrical system.)

2.4.4.5 Janitorial cleaning and maintenance of City's rest room facility (interior and exterior.)

2.4.4.6 Signs, sign posts, and mounting hardware. The contractor is responsible for cleaning signs, sign, posts, and hardware.

2.4.4.7 Wood chip mulch for ground cover areas.

2.4.4.8 Plant material will not be provided by the City if it is determined that plant died due to contractor's neglect.

2.5 Contractor's Personnel:

- 2.5.1 Contractor shall provide sufficient qualified (minimum one (1) year of experience) and trained personnel capable of meeting these terms, conditions and specifications.
- 2.5.2 Contractor shall provide a list of all contractor and subcontractor employees assigned to work site. The list shall include name, address, Social Security number and a California driver's license number for each contractor and employee assigned to City's park and must demonstrate they are United States citizens or have a legal right to work in the United States. A work schedule and site assignment for each contractor employee must be attached to the list at the time of submittal to the City. Contractor must update list within 48 hours of any change. In the event an employee leaves the employment of the contractor during the term of this agreement, the contractor is to immediately notify the City's Representative of the employee's termination and confiscate the employee's photo identification badge. Photo name tags, similar to the City's Parks Division, are to be worn by all contractor and subcontractor employees assigned to work site.
- 2.5.3 City will provide contractor with emergency numbers for City's representative and emergency personnel.
- 2.5.4 In compliance with CALIFORNIA EDUCATION CODE §45125.1, "Employees of Entity Contracting with School Districts; Fingerprints" all contractor employees and subcontractor employees entering on or upon school district grounds must be enrolled in the "Live Scan" fingerprint program; and the Department of Justice shall determine whether that has been arrested or convicted of a violent or serious felony or has a pending criminal proceeding for a felony as defined in Section 45122.1. This report must be received and accepted by the City from the Department of Justice prior to contractor employees and subcontractor employees beginning work at the District school/park sites. No contractor, contractor employees, subcontractor or subcontractor employees shall commence or continue work at a District school/park site without clearance from the Department of Justice pursuant to California Education Code §45125.1.

The City will administer the Live Scan program through the Santa Clara C County Sheriff's Department and other regional law enforcement agencies and the Department of Justice and monitor the employee's status throughout the term of the agreement. In the event the employee is not eligible to work at the District school/park site pursuant to Section 45122.1, the contractor will be notified by the City in regard to the employee's ineligibility to work on the District school/park sites. All information obtained by the Department of Justice will be classified as Confidential and is for the information of the approved Originating Agency Number (ORI) representative by the City of Mountain View, Community Services Department.

- 2.5.5 The contractor will assign a qualified trained supervisor to oversee work performed at the work site and act as the contractor's liaison with the City's Representative. This supervisor must inspect the park daily (Monday through Friday) except holidays (Section 2.3) and provide direction to the contractor's workers and/or subcontractors. This supervisor shall speak, write, read and understand English and be capable of writing schedules, monthly reports noting any deficiency that needs correcting and major projects for the coming month and have at least three (3) years of commercial or municipal park maintenance supervision experience.
 - 2.5.6 The contractor shall provide an ongoing documented training program for all contractors' employees performing work at City's work site. Training program will include, but not be limited to, understanding of City's maintenance contract, quality standards, task definitions, IPP plans, M.S.D.S. sheets, proper chemical spray application procedure, Cal-OSHA regulations and all other safety regulations as required.
 - 2.5.7 Contractor and subcontractor shall provide uniforms (pants and shirts) to all its employees with the company and employee's name embroidered above shirt pocket on left chest area. Contractor's employee shall present a neat and clean appearance at all times.
 - 2.5.8 Since contractor and subcontractor employees will be performing work in a district school park, employees shall abide by all applicable City and District requirements for working at these sites and relate to the public in a courteous and professional manner.
- 2.6 Subcontracting:
- 2.6.1 A portion of the work covered by a contract awarded pursuant to these specifications these can be subcontracted with prior approval of the City; however, contractor must develop procedures specifying how it will manage the subcontractor and maintain quality work and results through the subcontractor. Lists of subcontractors with their qualifications including those set forth in Section 2.5, shall be submitted to the City thirty (30) days prior to the use of such subcontractor, and subcontractor shall be subject to City approval. All subcontractors assigned to City's park must demonstrate they are United States citizens or have a legal right to work in the United States. Additionally, subcontractors and their employees must comply with CALIFORNIA EDUCATION CODE §45125.1, "Employees of Entity Contracting with School Districts; Fingerprints")refer to Sections 2.5.2 and 2.5.3 of the maintenance agreement.)

2.7 Reporting and Inspections:

2.7.1 Status Reports:

A written report is to be given to the City's Representative daily if and when unusual circumstances arise, suspicious people are observed, major irrigation breaks, safety hazards, etc. For emergencies and safety hazards, the City's Representative is to be called immediately or Mountain View Communications for City's duty person (650/903-6395).

- 2.7.2 The Contractor's supervisor and the City's representative will meet no less than once per month to review the work site to ensure compliance with the contract specifications and standards. At this meeting, the contractor's supervisor shall submit a monthly written report listing major accomplishments for the previous month, notable problems, schedule changes, and goals and deadlines for the coming month. The City's representative shall document these meetings. It is the responsibility of the contractor to initiate the monthly meetings with City's representative. If the representative is not available the contractor is to deliver the monthly report to the parks office by the 4th of each month.

In addition to monthly meetings, the contractor is responsible for submitting a weekly work schedule, for the upcoming week, to the City's Representative at least 2 working days prior to initiating work in conjunction with the proposed schedule. This information will be review by the representative and sent to the District. In the event of any work schedule changes initiated by the City or District, the representative will contact the contractor a minimum of one working day prior to the scheduled date of work.

- 2.7.3 The City's Representative shall report any maintenance discrepancies to the contractor. Contractor shall correct any discrepancies at contractor's cost within five (5) business days of written notification.

- 2.7.4 Unusual horticultural problems such as pests, disease and damages that are beyond the scope of the contractor's responsibility shall be brought to the attention of the City's Representative.

2.7.5 Required reports include:

- 2.7.5.1 Unless stated differently within these specifications, all monthly reports must be submitted with each monthly invoice to the City's representative.

- 2.7.5.2 A Chemical Work Report shall be completed for each chemical application. This report shall be submitted by the 4th of each month. Failure to submit reports may delay City's payment to contractor. The contractor is responsible for submitting chemical

usage reports to the County Agricultural Department. Copies are to be sent to the City's representative as part of the contractor's monthly report. The contractor is also responsible for adhering to the City's procedural guide for applying chemicals on District grounds: See Attachment B, Pesticide Advisory Communication.

2.7.5.3 Contractor will provide the City's Representative with a monthly report of recycled debris including amount of debris and recycling location.

2.7.5.4 The City will maintain a chart of monthly water usage at Chetwood, Mercy/Bush, and Magnolia park sites.

2.8 Work Performance:

The contractor will adhere to the highest quality standards of the landscape and water feature maintenance profession. The specifications and standards shall be met by the contractor at all times regardless of contractor's employees' absence or established staffing pattern and levels.

2.9 Emergency Work:

This agreement shall cover routine work as specified herein. Requested work shall be defined as any work beyond the general routine landscape maintenance work outlined in this agreement. Emergency work shall require a shortened response time of between two (2) and four (4) hours, depending on the nature of said work. The contractor and/or their subcontractors shall have sufficient labor, materials and call-out procedures to assure that staffing is available to allow unplanned emergency repairs or maintenance. City of Mountain View will work closely with the contractor to develop a specific procedure required to react to landscape maintenance emergencies.

3.0 **Work Site Landscape Inventory** (Numbers Are Approximate) – See Attachment C

4.0 **Landscape Task Specifications**

4.1 Materials:

4.1.1 Chemicals:

4.1.1.1 The City reserves the right to reject any chemical contractor and/or their subcontractor proposes to use, prior to or during actual use. Material Safety Data Sheets (M.S.D.S.) shall be provided to the City's representative for each chemical used at least one (1) week prior to the use of that chemical.

- 4.1.1.2 Materials shall be non-staining and shall not leave a flammable residue.
- 4.1.1.3 Contractor shall not use pesticides in Category I (no chemicals with LD50 levels lower than 500 mg/kg). These would include, but not be limited to, several organophosphate and carbonate possessing high mammalian toxicity due to their intense anti-cholinesterase activity. Pesticides in Category II may only be used with the authorization of the Parks Manager.
- 4.1.2 Organic Soil Amendment:
 - 4.1.2.1 Contractor will use only commercially available organic soil amendment of ground wood product that is nitrogen stabilized; i.e., bark or sawdust. No shredded redwood bark shall be used since it becomes hydrophilic.
- 4.1.3 Fertilizer:
 - 4.1.3.1 Short release fertilizer: Only commercial fertilizer containing ten percent (10%) or more nitrogen (N), available phosphoric acid (P_2O_5) and eight percent (8%) soluble potash (K_2O), singly or collectively may be used. Generally, 16-6-8 would be used with all nitrogen coming from an ammonical or nitroginous source
 - 4.1.3.2 A slow release fertilizer shall have at least half of its nitrogen coming from a coated slow release nitrogen source. At least 1/3 of the nitrogen shall be a polymer sulphur coated urea or polymer coated urea. Sulphur coated urea is not a substitute for these items. However all or part of the remaining nitrogen may be comprised of sulphur coated urea.
 - 4.1.3.3 A work schedule identifying areas to be fertilized at the school / park sites must be provided to the City's Representative at least 10 working days prior to the proposed date of work. The City's Representative will share this information with the District and confirm the schedule with the contractor at least one working day in advance of the scheduled work.
- 4.1.4 Mulches:
 - 4.1.4.1 Wood chip mulch shall consist of wood chips produced from clean wood and will be compatible with what is presently at the park site. Chips produced from tree trimmings that contain leaves or small twigs are not considered acceptable unless authorized by the City.

4.1.4.2 Aggregate mulch shall be clean, smooth river rock obtained from a single source. Every attempt shall be made to match the existing aggregate mulch at the park site unless City's Representative provides or approves a different specification.

4.1.4.3 Topsoil shall be a fertile, friable soil of natural loamy character that is capable of supporting healthy plant growth.

4.1.4.4 Container media shall be composed of fifty percent (50%) sandy loam, thirty percent (30%) 0-1/4" volcanic rock and twenty percent (20%) 0-1/2" treated fir bark.

4.1.5 Tree Related Material:

4.1.5.1 Tree stakes shall be of treated lodgepole pine.

4.1.5.2 Tree ties shall be extruded vinyl base, 1" wide and a minimum of 0.01" thick.

4.2 Mowing and Edging:

4.2.1 The turf shall be mowed and edged at regular intervals during its growing season in order to maintain a neat appearance and healthy growth. The clippings, unless they will dry and drop beneath the growing level of the turf within 24 hours, will be promptly removed and disposed of at contractor's expense. If weather conditions do not permit regular mowing, longer intervals may be observed. Contractor will never mow turf when it is in a wet, saturated condition that would cause rutting, tearing or sliding on the turf surface or when it could be unsafe for contractor's employees or others to operate equipment. Turf height shall not exceed three inches (3") and no more than thirty percent (30%) of the turf height shall be removed in one (1) mowing.

4.2.2 Turf will be kept at a uniform height that is recommended for that particular type of turf grass. Contractor will maintain sharp blades on all mowers.

4.2.3 Turf will be cut with the size of equipment, which will give a neat appearance without rutting, sliding over or scalping the turf. This will be strictly adhered to, including cases of steep turf slopes.

4.2.4 Mowing patterns will be changed weekly or however often necessary to avoid rutting.

4.2.5 Contractor's employees shall take care to avoid obstructions such as trees, electrical boxes, signage, buildings, vehicles, etc. Contractor shall be responsible for repair of damage caused by its mowing or other activities. Any trees which have more than fifty percent (50%) of the trunk tissue removed in a given three inch (3") area of trunk by weed whips or mowers

shall be considered destroyed and shall be replaced at contractor's expense with like species and size.

- 4.2.6 All turf adjacent to paved surfaces shall be edged on a vertical plane with every other mowing.
- 4.2.7 A stringtrimmer shall be used to trim around obstructions in the turf, such as valve boxes, headerboards, etc., on a regular basis to obtain a crisp look.
- 4.2.8 No mowing will be done without proper safety shields in place. Parks users should be more than 100 feet away and turf must be clear of children at school/park sites before mowing. Exceptions will only be made by the Parks Supervisor or Manager.
- 4.2.9 Trees, buildings, signs and all other obstruction not on the plane of the turf shall have a buffer zone maintenance to the bare soil. Such tree basins shall be twenty-four inches (24") in diameter for new trees, all other buffer zones shall be four inches (4") wide. The edges of these buffer zones shall be kept neatly trimmed on a regular basis with a string trimmer.

4.3 Aerating and Dethatching:

- 4.3.1 Aeration—All turf areas should be aerated a minimum of twice annually. This service will be provided one time in the spring and one time in the late summer or early fall.

Equipment to perform this task shall be either a vertically operated aerator with hollow tines or a slicer-type aerator. Soil depth affected by aeration shall be a minimum of two inches (2"). All irrigation heads must be flagged before aerating.

- 4.3.2 Dethatching—When thatch in the turf areas accumulates to a minimum of one-half inch (1/2"), the thatch is to be removed by means of a mechanical rake or other similar device to promote proper turf growth. The debris remaining on the turf as a result of dethatching is to be removed by sweeping the turf with a turf sweeper. Dethatching should not occur more than once annually.

4.4 Ground Covers:

- 4.4.1 Ground covers shall be mowed only between February 15 and April 1. Mowing of entire stand shall always be accompanied by fertilizing which is watered in. Edging shall be done to present a neat appearance.
- 4.4.2 Ground covers shall be trimmed on a regular basis. A six-inch (6") buffer zone shall be maintained around all obstacles and edges with the exception of shrubs and trees that will have a twenty-four inch (24") basin. Under no circumstances, unless to show a special effect such as cascading over a

wall shall the ground cover be allowed to grow against a building surface, curb, sidewalk or other obstacle.

4.4.3 All ground covers shall be kept free of weeds, trash and debris. Planted areas may be sprayed and/or manually weeded.

4.4.4 All ground cover/shrub areas are to be checked for even mulch coverage once per year. Mulch depth should be 1". Contractor will be responsible to spread the mulch that will be furnished by the City.

4.5 Shrubs:

4.5.1 All shrubs shall be pruned in such a way as to retain as much of the natural characteristics of the plant as possible. If the plant makes up a formal hedge, they will be trimmed on a regular basis. Pruning will be done as required by safety and size requirements along with appearance. Pruning and trimming shall be done as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures. Shearing of shrubs shall only be done to formal hedges.

4.5.2 Flowering shrubs will be pruned after flowering cycle is complete and in such a way as to promote flowering.

4.5.3 Broken and dead branches will be removed immediately, as will pruning. Disposal shall be at contractor's expense.

4.5.4 Contractor shall report all dead plant material before it is removed.

4.6 Irrigation:

4.6.1 Contractor shall maintain good water management practices at all times to maintain vigorous and healthy plant and turf growth

4.6.2 Watering methodology shall be deep, infrequent irrigation versus light frequent irrigation. Contractor shall use existing irrigation facilities and furnish any additional material, equipment or water to ensure adequate irrigation. Excessive irrigation and over watering practices such as water overflowing onto streets is unacceptable.

4.6.3 During periods of restricted water use, all governmental regulations shall be followed. Should modifications of irrigation systems and/or schedules be required to facilitate adherence to these regulations, the contractor shall notify the City's representative of the suggested modifications.

4.6.4 Contractor is responsible for proper adjustment of all components of the irrigation system, from the controllers to the individual sprinkler heads. All irrigation system components shall be inspected at least two times per year,

once in spring and once in summer. A written summary of findings shall be turned in within one week of inspection.

- 4.6.5 Contractor shall maintain automatic and manual irrigation systems in good working order. During summer months, a weekly visual inspection of the irrigation system operation (while it is running) shall be performed to identify system defects. This includes, but is not limited to, breaks in lines, heads, leaks and washed out, saturated or dry spots. Problems reported by the City's Representative to the contractor must be corrected within twenty-four (24) hours of the report.
- 4.6.6 All minor repairs such as nozzle adjustments and repair of broken risers (lateral line and or swing joint to sprinkler head) shall be included in the monthly maintenance cost. The contractor shall be responsible for minor repairs and will not bill these repairs as Additional Work.
- 4.6.7 Replacement parts for irrigation systems shall be new and of same brand or better quality as were initially installed. The City's Representative will permit substitution of brand name parts only with the advance approval. Unless included under minor repairs, contractor will not purchase any new parts without prior approval by City's representative.
- 4.6.8 Repairs made due to vandalism or faulty components shall be billed as an Additional Work. Other repairs, such as broken valves and broken lines shall also be performed and billed as Additional Work.
- 4.6.9 Controllers shall be set to cycle in duration and frequency to optimize conditions for plant material. Duration of each cycle will be set to minimize water runoff and waste. (Note: Since the City has initiated a water conservation program for all parks, the irrigation system may be operated in conjunction with the City's ET Watering Program.)
- 4.6.10 Irrigation cycles are to run only between the hours of 9:00 p.m. any one day to 5:00 a.m. the following day. A proposed quarterly schedule of watering shall be provided to the City's Representative one (1) month after award of contract. The frequency and duration shall be set to adequately irrigate plants and turf without causing significant surface runoff or ponding. Contractor shall turn off irrigation system during the wet season and adjust the controller seasonally. Each time the schedule is changed due to seasons or any other reason, a revised schedule shall be provided to the City's Representative.
- 4.6.11 The contractor shall maintain detailed maps (laminated 8 1/2" x 11") showing the location of each valve, the type of component, the type of area to be watered (lawn, plants, etc.) and a recommended controller program. This information must be presented to the City's Representative and updated as changes are made. Initial map shall be presented to City's Representative

within thirty (30) days of contract award and a second map shall be located in the irrigation controller enclosure.

4.6.12 City will supply all necessary water for district school / park at no cost to the contractor. Flow will be limited to capacity of existing facilities. If contractor feels that changes should be made to existing facilities, the suggestion shall be submitted in writing with an estimated cost to the City's Representative.

4.6.13 Contractor shall be responsible for maintaining a 10 H.P. irrigation booster pump at Charleston Park adjacent to Amphitheater Parkway as per manufacturer's specifications. In the event booster pump fails, contractor is to immediately call City's representative.

4.7 Fertilization:

4.7.1 Fertilization will be performed a minimum of four times per year at manufacturer's rates. Two of these applications will be applied with slow release fertilizer and the other two with quick release fertilizer. The fertilizer will be put down using the following schedule (dates are approximate due to weather fluctuations.)

March -April – slow release fertilizer shall be applied in early spring

June – short release shall be applied in early summer

Early September – short release shall be applied a second time in late summer

Mid October –Slow release fertilizer shall be applied in early fall

4.7.2 Fertilizer shall be applied, as needed, to maintain healthy and vigorous plants. City anticipates that primarily nitrogen will be deficient in soils; however, contractor shall identify and correct other mineral deficiencies that affect plant growth. All turf fertilizer shall be watered in with ¼" water within 2 hours of application.

4.7.3 Annual flowers will be fertilized with an even balanced fertilizer such as 6-20-20 every eight (8) weeks. Flowering is encouraged with regular applications of 0-10-10 as required.

4.7.4 Soil analysis shall be performed when and where necessary and fertilizer and/or other soil amendments added as recommended by the laboratory performing the analysis. Costs for this analysis will be billed to City after receiving prior approval from City representative.

4.7.5 Contractor must advise the City at least 10 days before any fertilizer applications.

4.8 Trees:

- 4.8.1 All tree-pruning activities shall be performed only by trained, experienced personnel. Supervision shall be by a Western Chapter, International Society of Arboriculture Certified Arborist complying with WCISA Pruning Standards or ANSI 300 specifications.
- 4.8.2 All trees shall be pruned to provide pedestrian and vehicular clearance in accordance with Section 4.8.1.
- 4.8.3 Contractor is totally responsible for any subcontractors they engage to do tree pruning or other work within City's park. All subcontractors must be approved in advance by the City representative. Contractor's responsibility regarding subcontractors includes, but is not limited to, the quality of work and appropriate experience, appropriate liability insurance coverage (Section 1.5).
- 4.8.4 Contractor shall stake or guy newly planted or established trees when necessary to protect, anchor or support them. All staking and guys shall be done in a way to avoid tripping hazards. Tree stakes or guys shall be removed promptly once their function has been completed. Guidelines for staking shall be those stated in University of California Extension Publication No. 2576.
- 4.8.5 Tree stakes, ties and guys shall be checked regularly. Ties will be adjusted to prevent girdling and trees shall be encouraged to be freestanding as soon as possible.
- 4.8.6 Small trees shall be pruned and trimmed as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures. Pruning shall also be done to maintain good health, train trees for good structure and improve appearance. Tree crowns shall be prudently thinned to reduce wind-throw damage as required. Prunings shall be disposed of by contractor outside of City property.

4.9 Pest and Weed Control:

- 4.9.1 A licensed, trained technician shall perform all chemical applications (QAC or QAL). Contractor shall notify the City's Representative ten (10) days in advance of any chemical applications. The City's Representative must also have a copy of the current M.S.D.S. for every chemical being applied.

A City of Mountain View, Pesticide Advisory Communication (see Attachment B) and a Pest Control Recommendation (see Attachment B1) must be completed and filed with the City's Representative no less than 10 working days prior to the chemical application on the District school / park sites. Every attempt should be made by the contractor to schedule pesticide

work at the school / park sites when school is on holiday or special recess (not in session).

- 4.9.2 Turf areas shall be sprayed as necessary for broadleaf weed control. Where broadleaf weed encroachment is on a small scale, weeds shall be removed manually.
- 4.9.3 Although pests are not expected to be a major problem with plantings, appropriate action shall be taken if they are causing damage or dramatically lessening the aesthetic quality of the plants. Whenever a nonchemical appropriate treatment for a pest is available, its use shall be given preference over chemical treatment. Contractor shall provide timely recommendations for remedies to any chronic pest problems.
- 4.9.4 Weeds taller or broader than four inches (4") in the planted area shall be mowed, hoed or hand-pulled.
- 4.9.5 Small weeds may be controlled by applying a foliage-applied or soil-applied herbicide before the weeds exceed four inches (4") in height. Dead weeds that are unsightly shall be removed.
- 4.9.6 Existing mulched areas shall be maintained to provide weed control and visual enhancement of the landscape. City will provide mulch if needed.

4.10 Debris Removal and Cleanup:

- 4.10.1 Contractor is responsible for cleanup of all debris, trimmings, clippings, etc., resulting from maintenance operations.
- 4.10.2 All paper and trash shall be removed daily (5 days per week) from turf and other open space areas and shall be disposed of in the dumpsters provided by City. Remove excessive amounts of leaf and litter (dead twigs, branches, leaves, bark, etc.) as it accumulates in maintained areas. Tree wells in hardscape areas shall be kept free of litter. Leaves and other organic material useful as mulch may be left in place upon prior approval of the City's representative.
- 4.10.3 Contractor shall keep all landscaped areas, walkways, building entries and exits free from trash and debris. If there is a large and continual amount of trash, the contractor shall report it to the City representative immediately.
- 4.10.4 Blowing of sidewalks, curbs and entrances and temporary parking area will be done weekly. In cases where blowing is insufficient to cleanup after the contractor's operations, it will be washed down with a hose or swept. Cleanups may be required more often than weekly during some seasons.
- 4.10.5 Garbage cans shall be emptied on a routine basis at least once per week up to a maximum of three times a week on an as needed basis. Plastic liners

shall be washed two times per year. Trash container exteriors shall be wiped down with soap and water once per quarter with the exception of Charleston Park that shall be cleaned once a month.

4.11 Surface Cleaning:

- 4.11.1 Sweeping, cleaning and washing of surfaces shall be done at a frequency that prevents an accumulation of sand, dirt, leaves and other debris that distracts from the visual image of the area or creates a safety hazard with the exception of Charleston Park that shall be wiped down once a month.
- 4.11.2 Graffiti: After notification, graffiti shall be removed within two (2) days by graffiti remover, steam cleaning or other appropriate method that will not change the appearance of the original surface or its texture. Contractor is expected to try removal with appropriate graffiti cleaner solution (check with City). If solution is not effective, then all other graffiti removal shall be considered additional work outside of base contract.
- 4.11.3 Vandalism Reports—Contractor shall report vandalism to the Police Department and clean up as soon as possible if damage is covered under these specifications. If damage is not covered, contractor is to barricade damaged area and call the City's representative.
- 4.11.4 Shopping Carts—Contractor shall return all shopping carts to a designated area within the Municipal Operations Center, 231 North Whisman Road, during normal working hours.

4.12 Additional Work:

- 4.12.1 Unscheduled maintenance work that would be billable above and beyond the monthly fixed price shall be performed only with the prior written approval of the City's Representative. The City reserves the right to competitively bid anything beyond the monthly scope or use the time and material rates quoted in contractor's proposal.
- 4.12.2 It is contractor's responsibility to advise City of problems and needed upgrades to keep the landscape in a safe, functional, healthy and attractive condition at all times. Contractor shall issue Additional Work estimates to the City's Representative.

4.13 Playground and Swing Structure – Mercy/Bush and Magnolia Parks

- 4.13.1 Contractor shall inspect the condition of the playground equipment on a daily (Monday-Friday) basis. All inspections shall occur before 9 AM daily. Inspections shall be in accordance with the National Recreation and Park Association “High Frequency Playground Inspection” guidelines including documentation of same reference; Playground Safety Is No Accident, 2nd Edition published by NRPA ISBN0-929581-32-6; www.activeparks.org

(Attachment G). It shall be the responsibility of the contractor to maintain the surfacing (sand and rubberized surfacing) and equipment in a clean condition at all times, except on weekends. The sand shall be thoroughly raked no less than once per week to remove debris. The contractor is to maintain the sand at a 12" depth. The City will provide necessary sand for the contractor to spread. Rubberized surfacing shall be hosed off on weekly basis. All damaged equipment or unsafe conditions shall be cordoned off with caution tape and reported to the City immediately. Graffiti shall be removed immediately and reported to City. The sand shall be maintained at a 12" depth by the contractor. Sand will be supplied by the City but contractor must add sand as part of base contract.

The City shall perform a one-time audit of the equipment and inspect it on monthly basis to insure that it complies with ASTM, CPSC and ADA standards.

5.0 General Information—Plaza Water Feature (Charleston and Magnolia Parks)

5.1 Scope:

The work includes furnishing supervision, labor, material and supplies, equipment and tools to perform water feature maintenance for the City. Contractor shall be fully responsible for maintaining a healthy and attractive water feature that is consistent with the intended design and meets the conditions of these specifications.

5.2 Beyond Scope:

City may require installation or replacement of water feature, pumps, filters, lights and other plumbing and electrical components not included in these specifications. For such services beyond the Scope contained in these specifications, contractor will be compensated as per Section 4.12.

5.3 Supplies and Equipment:

5.3.1 Unless stated, it is the intent of these terms, conditions and specifications that the contractor and or subcontractor furnish and keep in good working order all necessary tools, equipment and supplies such as, but not limited to, necessary water treatment chemicals, water testing equipment, filter media, cleaning supplies, etc.

5.3.2 Contractor and/or subcontractor shall remain in compliance with the City's Non-Point Discharge Ordinance at all times.

5.3.3 No vehicles are to be driven on turf or landscape areas. When contractor or subcontractor's vehicles are parked on hard surface areas, precautions are necessary to avoid oil and hydraulic fluid from leaking onto surfaces. Any cleanup of oil or hydraulic fluid stains caused by contractor's or subcontractor's vehicle must be cleaned immediately by contractor.

- 5.3.4 City and or other contractors shall provide the following materials, supplies and or service:
- 5.3.5 Electrical and water utility costs and services.
- 5.4 Water Feature Elements:
 - 5.4.1 Chlorinators: offline automatic chlorine feeder with 4 pound capacity.
 - 5.4.2 Surface area: 3,400 square feet.
 - 5.4.3 Filter type. fiberglass sand filter, 1.5 square filter area with multiport backwash valve.
 - 5.4.4 Pumps: 7 H.P. main, 1/2 H.P. filter and 1/3 H.P. sump.
- 5.5 Water Feature Task and Frequency Specifications:
 - 5.5.1 Chemicals—The City reserves the right to reject any chemicals contractor and/or their subcontractor proposes to use, prior to or during actual use. Material Safety Data Sheets (M.S.D.S.) shall be provided to the City's representative for each chemical used.
 - 5.5.2 Maintenance Service:
 - 5.5.2.1 Frequency—twice per week.
 - 5.5.2.2 Task per service.
 - 5.5.2.3 Skim for trash and debris.
 - 5.5.2.4 Test water for proper chemical content.
 - 5.5.2.5 Add necessary chemicals.
 - 5.5.2.6 Empty and clean strainers, baskets and screens.
 - 5.5.2.7 Clean tile band.
 - 5.5.2.8 Check pump operation and report any abnormalities to City's representative. Verify sump pump is operating and sump is clean without obstruction.
 - 5.5.2.9 Empty and clean skimmer baskets.

6.0` **General Information – Rengstorff House Landscape Maintenance (Lot 3)**

6.1 Scope:

The work includes maintaining the landscaping (turf, shrubs, vines, annuals, trees, etc.), irrigation system, benches, concrete seatwalls and hardscape (walkways, parking lot, brick patios, porch, and entrances to house).

6.2 Turf:

All turf shall be mowed at a height of 2” during the months of November through April and 2 ½” from May through October.

6.3 Irrigation Scheduling (1 Controller):

Irrigation of all vegetation shall be performed between the hours of 11 PM and 5 AM. No irrigation shall be scheduled for Fridays, Saturdays, and Sunday mornings, except when necessary to activate fertilizers or chemicals.

6.4 Fertilizers and Chemicals:

Contractor is to obtain approval from the City’s representative prior to the application of any fertilizers or chemicals, as Shoreline is a sensitive wildlife area.

6.5 Trees:

Tree limbs that interfere with walkways and vehicle parking stalls shall be cut back away from the edge of walks and parking stalls. When necessary, raising of tree limbs is permitted to a height above 6 feet with approval of the City’s representative.

6.6 Garbage Cans:

Cans shall be emptied daily (Monday – Friday) and washed with soap and water on the first week of the month. Plastic trash can liners shall be provided by the City.

6.7 Work Schedule:

Due to frequent facility rentals, weekly work schedules must be reviewed in advance by the Rengstorff House representative. Work Schedules shall be faxed to the Rengstorff House representative at (650) 903-6099, at least working days prior to scheduled work day.

6.8 Rengstorff House Representative:

The City’s Rengstorff House representative is Sondra Schaller (650 903-6392).

6.9 **Work Site Landscape Inventory** (Numbers are approximate) – See Attachment C1

7.0` **General Information – Graham School Landscape Maintenance**

7.1 Scope:

The work includes furnishing supervision, labor, equipment and tools to perform landscape maintenance services within the boundaries of Graham School park site. Work shall consist of turf mowing, turf fertilizing, turf edging, site litter and debris cleanup, and emptying trashcans. City will be responsible for irrigation and chemical spraying.

7.2 Turf:

Area includes remaining turf outside of Reservoir construction fence (all remaining field and running track areas).

7.3 Chemicals:

Chemicals to control vegetation will be applied by the City of Mountain View.

7.4 Fertilizers:

Fertilizers will be applied to the turf by the contractor as per main contract.

7.5 Frequency:

Mowing to be done by contractor once per week during the growing season. Frequency may be reduced during the colder months. Mowing may not be done while turf is occupied. See additional information on turf mowing and edging in the main document.

Aeration is to be done two (2) times per year.

Litter is to be picked up daily from the turf and remaining areas adjacent to the reservoir project fences. Area is to be checked for safety daily.

Trashcans are to be emptied a minimum of once per week on Mondays up to a maximum of five (5) times per week (usually only need a maximum of 3 pick ups per week).

7.6 Irrigation:

The City will handle the irrigation. Contractor is to report any problems with dry or wet conditions to the City.

7.7 Blowing:

All hardscape areas adjacent to the turf mowing areas are to be blown off approximately five (5) feet from the edge.

7.8 Debris:

Running track area shall be free of accumulated leaf debris.